

ES&H TRAINING

INTRODUCTION

Fermilab believes that Environmental, Safety, and Health (ES&H) training is essential to an excellent research program. An important goal at Fermilab is to carry out our research mission in such a way that both the environment and the safety and health of people receive the highest consideration. Preparing Laboratory workers to perform their activities in a safe manner with regard for the environment is a vital part of the research effort. At a minimum, all employees, students, and visitors working unescorted on site shall attend new employee orientation.

DEFINITIONS

Training - the transfer of skills and knowledge which develop or raise the level of competence of the learner.

ES&H awareness course - a general overview or introduction to an ES&H topic and is presented to create awareness, but **not** to teach a specific skill or qualify an individual to perform a particular task.

ES&H qualification course - prepares personnel to participate in operations which may expose them or the environment to specific hazards or where qualification is required by a regulatory agency. Qualification courses are generally designed to develop a skill or apply knowledge in a particular situation - i.e., train a person to operate an item of equipment such as a crane or forklift.

Working visitor - anyone, other than an employee, working at the Laboratory in an unescorted capacity. The term includes users of Laboratory facilities. The length of time the person will be in this capacity is immaterial. The fact that they are working in an unescorted capacity is of prime importance.

Escorted user - anyone using Laboratory facilities under controlled or escorted conditions.

Training documents - generated and maintained to support development efforts and the decisions which led to training content and methodology. Training documents include: Job Functional Analysis Worksheets, lesson guides (both classroom and OJT), and supporting material to include exams, etc.

Qualified trainer - a person competent in both the content area to be taught and as a trainer. Line management will identify the person as a trainer in the TRAIN database.

Training records - generated and maintained to document the individual's progress toward goals and requirements, and to record individual achievement. Training records include training attendance sheets, exams, certificates of completion/attendance, diplomas, and completed performance assessments.

Individual Training Needs Assessment (ITNA) - a form used to identify the hazards an individual may be exposed to in the work environment from which the required training can be derived. ITNA is a web-based form and may be accessed at http://www-esh.fnal.gov:8001/Train_DB/.

RESPONSIBILITIES

1. Division/Section Head

Division/Section Heads shall assure that appropriate training has been identified for each employee/working visitor within his/her organization and that such training has been completed.

2. ES&H Section

The ES&H Section will develop the tools to assist the supervisor in identifying required training, provide the means to identify training requirements and needs, provide or support broad-based ES&H training, and provide a method to document ES&H training. When requested, the ES&H Section shall also support divisions/sections in developing site-specific training.

3. Supervisor

The **supervisor** shall ensure that employees under his/her supervision receive the training necessary for worker safety and the protection of the environment. Supervisors are responsible for identifying hazards in the work area, ensuring employees are trained to recognize those hazards, and are fully prepared to respond appropriately to hazards within the work environment. Supervisors are responsible for completing an ITNA for each employee.

4. Individual

Each **individual** is responsible for actions which may affect the safety and health of themselves, coworkers, and the environment. Each employee is responsible for participating with the supervisor in the completion of ITNA. Employees are expected to maintain training status in a current condition by attending training courses in a timely fashion.

PROGRAM DESCRIPTION

1. Training Requirements

The ES&H Section routinely identifies regulatory driven training requirements which apply to the Laboratory and make these known to management. Division/Section management shall identify division specific training needs and assure the completion of ITNA for all individuals within the organization.

2. Central Courses

The ES&H Health and Safety Group (HS Group) shall identify training that is central to the overall activities of the Laboratory.

3. Training Development

The HS Group, together with content representatives from the d/s, shall develop training materials (i.e., lesson guides, support material, examinations, etc.) for Central Courses. This material shall be maintained by the ES&H Section and made available as requested to various organizations of the Laboratory and DOE oversight personnel or auditors.

4. Training Implementation

The HS Group shall present, coordinate or support Central Courses. This will be done in order to maintain a minimum level of consistency across the Laboratory and across time. Where desired, d/s may present this training; however, the standard training material shall be used. Certain courses shall be offered on a scheduled basis and shall be open for enrollment through the ES&H Home Page or by contacting the instructor. Other courses shall be scheduled and presented as requested by the various organizations at the Laboratory. All ES&H training required for qualification shall be presented by a qualified trainer. The qualification process for a trainer may include successful completion of a "train-the-trainer" course or formal OJT program under the tutelage of a mentor who is a qualified trainer. The certificate of completion or completed qualification card will be retained in the individual's personnel folder. In either case, demonstrated competence shall be included before a person is designated a "trainer".

5. Training Evaluation

Critique sheets and survey forms shall be used to determine the effectiveness of ES&H training. This information will be used to improve the acceptability and effectiveness of ES&H Central Courses. The status of training shall be incorporated into the Laboratory's assessment programs.

6. New Employee ES&H Orientation

All employees, including temporary employees, part-time, and students shall take new employee ES&H orientation as part of the overall new employee orientation program.

7. Reciprocal Training

Fermilab will accept training that meets Fermilab standards if employees and working visitors and users provide proof that they have successfully completed equivalent training at another facility. Such proof must be submitted to ES&H Section to ensure credit is given in TRAIN.

DOCUMENTATION & RECORDS

1. ES&H-related training information shall be entered into TRAIN (training management database) by the organization providing the training. Training records pertaining to ES&H-related training shall be forwarded to the ES&H Section for filing and maintenance.
2. At the time of the employee's separation from the Laboratory, the Personnel Department shall print the employee's training history from TRAIN for inclusion and permanent retention in the employee's official personnel folder.